



Received - DHUD

May 18, 2009

MAY 18 2009

Office of Community
Planning & Development

Ms. Katie Worsham
Director of Community Planning & Development
U.S. Department of Housing & Urban Development.
P.O. Box 2905
801 Cherry Street
Fort Worth, Texas 76102

Subject: Homelessness Prevention and Rapid Re-Housing Application Package

Dear Ms. Worsham:

Enclosed please find the City of Fort Worth's application for the Homelessness Prevention and Rapid Re-Housing (HPRP) Application Package authorized under the American Recovery and Reinvestment Act ("ARRA"). This document provides the City of Fort Worth's proposed use of \$2,746,929 in anticipated federal grant funds for the HPRP activities. The attachments also include the SF-424 and the Certifications.

We are excited about this opportunity to serve our special needs populations. Should you have any questions, please do not hesitate to contact Jay Chapa, Housing and Economic Development Director, at 817-392-5804.

Sincerely,

T.M. Higgins
Assistant City Manager

Enclosure: HPRP Application, SF-424 and Certifications

cc: U.S. Department of HUD
Office of Special Needs Assistance Programs
451 Seventh Street SW, Room 7262
Washington, D.C. 20410
ATTENTION: Homelessness Prevention and Rapid Re-Housing Program

CITY MANAGER'S OFFICE

THE CITY OF FORT WORTH • 1000 THROCKMORTON STREET • FORT WORTH, TEXAS 76102
817-392-6111 • FAX 817-392-6134

HPRP SF-424

Application for Federal Assistance SF-424

Version 02

***1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

***2. Type of Application**

- ☒ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s)

*Other (Specify)

3. Date Received:

4. Applicant Identifier:

HPRP

5a. Federal Entity Identifier:

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: City of Fort Worth

*b. Employer/Taxpayer Identification Number (EIN/TIN):
75-6000528

*c. Organizational DUNS:
07-3170458

d. Address:

*Street 1: 1000 Throckmorton St
Street 2: _____
*City: Fort Worth
County: Tarrant
*State: Texas
Province: _____
*Country: United States of America
*Zip / Postal Code 76102

e. Organizational Unit:

Department Name:
Housing and Economic Development Department

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. *First Name: Jesus
Middle Name: _____
*Last Name: Chapa
Suffix: _____

Title: Director

Organizational Affiliation:

*Telephone Number: 817-392-5804

Fax Number: 817-392-2431

*Email: Jesus.Chapa@fortworthgov.org

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U.S. Department of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.257

CFDA Title:

Homelessness Prevention and Rapid Re-Housing (HPRP) Program

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

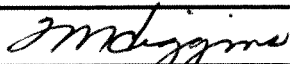
Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Fort Worth, Texas

***15. Descriptive Title of Applicant's Project:**

Homeless Prevention and Rapid Re-Housing (HPRP) Program

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
*a. Applicant: Texas 12 th		*b. Program/Project: Texas 12 th
17. Proposed Project:		
*a. Start Date: 09-01-09		*b. End Date: 8-31-12
18. Estimated Funding (\$):		
*a. Federal	\$2,746,929	
*b. Applicant		
*c. State		
*d. Local		
*e. Other		
*f. Program Income		
*g. TOTAL	\$2,746,929	
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
Authorized Representative:		
Prefix: Mr.	*First Name: T.	
Middle Name: M.		
*Last Name: Higgins		
Suffix:		
*Title: Assistant City Manager		
*Telephone Number: 817-392- 6192		Fax Number: 817-392-6134
* Email: Thomas.Higgins@fortworthgov.org		
*Signature of Authorized Representative: 		*Date Signed: 5/18/09

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

n/a

HPRP HUD-40119

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

A. General Information

Grantee Name	City of Fort Worth, Texas
Name of Entity or Department Administering Funds	Housing and Economic Development Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Jesus J. Chapa
Title	Housing and Economic Development Director
Address Line 1	1000 Throckmorton Street
Address Line 2	
City, State, Zip Code	Fort Worth, Texas 76102
Telephone	817-392-5804
Fax	817-392-2431
Email Address	Jesus.Chapa@fortworthgov.org
Authorized Official (if different from Contact Person)	Dale Fisseler
Title	City Manager
Address Line 1	1000 Throckmorton Street
Address Line 2	
City, State, Zip Code	Fort Worth, Texas 76102
Telephone	817-392-6626
Fax	817-392-6134
Email Address	Dale.Fisseler@fortworthgov.org
Web Address where this form is posted	www.fortworthgov.org

Amount Grantee is Eligible to Receive*	\$2,746,929
Amount Grantee is Requesting	\$2,746,929

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

The City of Fort Worth will follow its citizen participation plan by providing opportunities for citizens to participate and comment in the planning, implementation, and assessment of its HPRP grant. The City took the following actions regarding the substantial change amendment for HPRP: 1) posting HPRP information on the City's web page, 2) holding two public hearings at the City Council meetings on May 5 and 12, 2009, and 3) a public comment period in a notice published in the newspaper on April 29, 2009. The public comment period will end May 11, 2009.

The following is the excerpt from the City's substantial change policy for Substantial Amendments that specifically applies to HPRP. For the purposes for HPRP, the posting was for the minimum period of 12 days and the city provided a 13-day comment period.

4. **Substantial Amendments** – Whenever a substantial change, as described under the substantial amendments section, is proposed said amendment shall be available for public comment for a period of thirty (30) days before submission to City Council for approval. Amendment to the Consolidated Plan will not be implemented until the conclusion of the 30-day public comment period.
2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:
 - ☒ Grantee did not receive public comments.
 - ☐ Grantee received and accepted all public comments.
 - ☐ Grantee received public comments and did not accept one or more of the comments.
3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

The City of Fort Worth did not receive any public comments. The following is the source and summary of the comments if any.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

- Newspaper Public Notice and Web Notice Posting
Comment Period: April 29, 2009 to May 11, 2009
(See actual copy of notice below)
No comments received as of 05-12-09

CITY OF FORT WORTH Housing and Economic Development Department Public Notice Intent to Receive New Federal Grant Funds and Provide Public Comment Period HUD's Homelessness Prevention and Rapid Re-Housing (HPRP) Program Award to the City of Fort Worth, Texas Amendment to the Program Year 2008-2009 Action Plan		
<p>In accordance with federal regulations and the City's substantial change policy, the City of Fort Worth is providing a public comment period from April 29, 2009 to May 11, 2009 to receive comments regarding the proposed use of \$2,746,929.00 in new grant funds received from the U.S. Department of Housing & Urban Development (HUD). Funds are provided from the following source:</p>		
PY 08-09	New Homelessness Prevention and Rapid Re-Housing (HPRP) Program Award: Funds will be utilized to provide homelessness prevention assistance to households who would otherwise become homeless, many due to economic crisis, and to provide assistance to rapidly re-housing persons who are homeless as defined by section 101 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302). The intent is to provide funding for housing expenses to persons who are homeless or who would be homeless if not for this assistance.	\$ 2,746,929
TOTAL		\$ 2,746,929
<p>These funds will be used for the proposed activities identified below which will primarily benefit persons at 50% and below the Area Median Income (AMI) for the City of Fort Worth, Texas. Funds are proposed for the following activities:</p>		
PY 08-09	Financial Assistance, Housing Relocation and Stabilization Services: Homelessness Prevention Rapid Re-Housing Data Collection and Evaluation Administration (up to 5%)	\$ 1,389,945 1,137,228 82,409 137,347
TOTAL		\$ 2,746,929
<p>Additionally, the Fort Worth City Council will conduct two public hearings to obtain citizen input prior to program adoption on May 12, 2009:</p>		
<div style="border: 1px solid black; padding: 5px; display: inline-block; margin-bottom: 10px;">Public Hearings</div> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> May 5, 2009 City Council Chambers 1000 Throckmorton Fort Worth, Texas 76102 7:00 PM </div> <div style="text-align: center;"> May 12, 2009 City Council Chambers 1000 Throckmorton Fort Worth, Texas 76102 7:00 PM </div> </div>		
<p>The twelve (12) day comment period will start on Wednesday, April 29, 2009. All comments must be received no later than 5:00 pm on May 11, 2009. To submit written comments please write to the City of Fort Worth Housing and Economic Development Department, 1000 Throckmorton Street, Fort Worth, TX 76102, Attention Jesus Chapa, Housing & Economic Development Director. To request additional information, please contact Sherrie L. Ginn at (817) 392-7543 or by email at sherrie.ginn@cityofwfw.org. Written comments may also be faxed to (817) 392-7326.</p> <p>Asistencia en Español: para que le interpreten la solicitud en Español, llame al (817) 392-7319.</p>		

- City Council Public Hearing – May 5, 2009
No comments received.
- City Council Public Hearing – May 12, 2009
No comments received.

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

- ☒ Competitive Process (Request for Proposals)
☐ Formula Allocation
☐ Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

A Request for Proposals (RFP) process will be conducted in accordance with the following schedule. Initially, the process will start with a presentation regarding HPRP on May 13, 2009 to the Community Development Council (CDC) given by the Housing and Economic Development Department. The RFP notice shall be published in the paper of record and will be made available on the city's web page on or about May 18, 2009. RFP packets will be available for all interested homeless service and emergency assistance providers to receive. Proposals will be due on or about June 18, 2009. Staff will provide the CDC with technical and eligibility review and preliminary recommendations on these proposals using evaluative criteria that emphasizes subrecipient capacity and program effectiveness, however, final funding recommendations will be developed by the City Council appointed members of the CDC. Applicants will be given the opportunity to make presentations to the CDC in July, with CDC funding recommendations presented to the City Council scheduled for mid-August. City Council approval of subgrantee contracts is proposed to be completed on September 8, 2009.

PROPOSED HPRP TIMELINE -- CDC & Council Action, Public Notices

May 13, 2009	CDC Meeting: Review of HPRP RFP & Criteria
May 18, 2009	RFP Published
June 10, 2009	CDC meeting (no specific HPRP action)

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

June 18, 2009	HPRP Proposals Due
July 8, 2009	HPRP Agency Applicants Presentations to CDC
July 22, 2009	CDC: Special Called Meeting -- CDC Discussion of Proposals
August 5, 2009	CDC Meeting: Staff Funding Recommendations Presentation; CDC Discussion & Final Vote
August 11, 2009	Presentation to City Council on CDC Final Funding Recommendations
August 18, 2009	Backup Presentation Date
September 8, 2009	City Council M&C to approve HPRP Contracts
September 15, 2009	Backup City Council approval date

Additionally, meetings and discussions were held with Tarrant County Community Development, City of Arlington, Texas, Continuum of Care lead agency, Tarrant County Homeless Coalition, and the Mayor's Advisory Commission on Homelessness. See Section D for specific information regarding collaborations.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

The city of Fort Worth, through City Council action, plans to approve HPRP contracts with subgrantees on September 8, 2009 in order to execute them no later than September 30, 2009. See item 2 above for process and item 4 below for monitoring. The City intends to oversee HPRP and carry out the program through sub-recipients, which will include allocating funds to both homelessness prevention and rapid re-housing activities. Proposals will be evaluated based on program effectiveness and applicant capacity as well as experience administering federal funds and implementing programs on behalf of homeless persons and persons at risk of homelessness. The RFP and proposal evaluation process will emphasize consistency with the City's Directions HOME Ten Year Plan to End Homelessness and subgrantee coordination with mainstream resources in delivery of services.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Response:

The city of Fort Worth plans to ensure effective and timely use of grant funds and follow its Monitoring Plan utilized for CDBG, HOME, HOPWA, and ESG as outlined in the City's Annual and Consolidated Plans. The City's Monitoring Plan will consist of three types of review in order to ensure long-term compliance with program requirements, timeliness of expenditures, eligibility of activities and beneficiaries/clients, adherence to housing codes and compliance with all other applicable regulations and statutes. The three types of review include internal review of City Programs, monitoring of sub-recipients, and direct program monitoring.

1) Internal Review of City Programs

Record keeping requirements for the Community Development Programs and all forms used for program implementation constitute legal instruments. Forms, such as contracts, will be approved by the City Attorney and assigned a contract number by the City Secretary's Office prior to their use. All other forms necessary for program use are developed and approved by appropriate Housing and Economic Development Department staff. Contract Compliance staff will be responsible for monitoring subgrantees to ensure that these agencies maintain accurate and complete files as required by HUD on each participant and recipient of assistance. In addition to verifying income eligibility, staff will conduct reviews to determine compliance with all program requirements.

Activities that provide any type of housing assistance will be monitored for compliance with the Fair Housing and Equal Opportunities (FHEO) laws. The City will also review projects for compliance with Section 504 (Handicap Accessibility), Lead-Based Paint, Housing Quality Standards, Davis-Bacon Standards, Environmental Standards and other rules or guidelines as appropriate.

The City of Fort Worth shall meet all requirements set forth by the Office of Management and Budget and shall comply with the requirements and standards of OMB Circular Nos. A-87 and A-133, and with the applicable sections of 24 CFR Part 85. An independent audit is conducted annually to ensure that CDBG funds are used in accordance with program requirements.

2. Sub-Recipient Monitoring

Monitoring subgrantees provides a basis for assessing program operations and identifying problems. A secondary goal of monitoring is to obtain ongoing data for

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

use in determining program achievement. Evaluations will summarize monitoring findings and program goals and measure progress towards those goals during the provision of services. All subgrantees will be monitored at least once per year.

The City has responsibility for overall CDBG, HOME, ESG, and HOPWA performance and Consolidated Plan compliance, including the performance of its subgrantees. Clear record keeping requirements for subgrantees are essential for grant accountability. Responsibility for maintaining many of the records is assigned to the sub-recipient. This includes responsibility for documenting activities with requirements such as necessary eligibility determinations, income certifications, or written agreements with beneficiaries, where applicable.

The City contracts with sub-recipient organizations to provide services to low-income citizens. Each sub-recipient contract details the services provided and includes a concise statement of conditions, requirements, and performance criteria. All contracts shall be reviewed and approved by the City Attorney prior to execution.

3. HPRP Program

- a) The City will monitor the terms and conditions of its contracts with homeless service providers receiving HPRP funds, including compliance with the timeframe of the agreement, rate of expenditures, eligibility of expenses, and implementation of eligible activities under the HPRP Program.
- b) The City will visit homeless service providers receiving HPRP funds on an annual basis to ensure service provision according to the terms and conditions of the contracts, proper documentation on client eligibility, reimbursement requests, and client confidentiality.
- c) Recipients of HPRP funds will be required to submit monthly reports.

Monitoring Status of Goals and Objectives of Consolidated Plan

The City shall review all projects, programs, and sub-recipients and programs funded by the Federal Entitlement funds to verify that the goals and objectives are being met as proposed in the Five Year Consolidated Plan. Contracts will contain outcomes consistent with the Performance Outcome Measurements required by HUD, and contained in the Consolidated Plan, and its applicable amendments. Review of status toward goals will be conducted on a quarterly basis, utilizing IDIS reports, expenditure status, and internal activity reports of applications/outreach or other applicable activities, to assess the status of goal achievement and to plan for corrective action as necessary.

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response:

The city of Fort Worth has set a high priority for services that benefit homeless persons or those at risk of homelessness. The following collaborative efforts have occurred with local agencies that serve similar target populations.

Tarrant County Community Development; City of Arlington, Texas	Held March 27, 2009 at 9:00 am 1509 –B South University Drive, Suite 276	Consultation meeting between Tarrant County Community Development Staff and City of Fort Worth Staff
Local Continuum of Care (lead agency), Tarrant County Homeless Coalition Board of Directors Meeting	Held April 9, 2009 at 1:30 pm 1201 E. 13th Street	Presentation by City Staff regarding proposed timelines and allocation process; HPRP role of Continuum of Care process; HMIS
Tarrant County Homeless Coalition General Meeting	Held April 21, 2009 at 12:00 pm 305 W. Broadway	Presentation by City Staff regarding proposed timelines and request for proposal process
Mayor's Commission on Homelessness	Held April 22, 2009 at 4:00 pm 1000 Throckmorton	Presentation by Housing and Economic Development Director and recommendation received from Mayor's Commission on Homelessness

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

The city of Fort Worth will work continuously with the Tarrant County Continuum of Care regarding program activities and use of other resources for homelessness

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

prevention and rapid re-housing for the homeless. The Continuum of Care lead agency, the Tarrant County Homeless Coalition, will take the lead role with HMIS as they oversee implementation of the local HMIS system. Proposed uniform reporting requirements are under development, and will be coordinated across the three Tarrant County governmental jurisdictions participating in the local Continuum of Care and receiving HPRP allocations. The city of Fort Worth will continue to consult with the Tarrant County Homeless Coalition regarding its additional roles and responsibilities, including participation in the City's Proposer's Workshop tentatively scheduled for the end of May, 2009, and its implementation of Data Collection and Evaluation activities. The City's Request for Proposal will solicit specific information from all applicants regarding how each homelessness prevention and/or rapid re-housing program will make maximum use of mainstream resources to ensure the participant households long-term self-sufficiency. See Section D for collaborative effects.

The city of Fort Worth, Housing and Economic Development Department will also work closely with the city of Arlington, Tarrant County, and the Tarrant County Continuum of Care to prevent duplication of services as appropriate and to ensure the intent of the HPRP is met. The Tarrant County Continuum of Care has already held information meetings with their membership about the HPRP and together the city of Fort Worth, the city of Arlington and Tarrant County have presented their goals for the HPRP. Future meetings will be held to identify critical needs in the community and how best to address program gaps and overlaps.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

The city of Fort Worth plans to use HPRP funds for financial assistance and housing relocation/stabilization services for both homelessness prevention and rapid re-housing. The use of those funds is consistent with the City of Fort Worth Consolidated Plan. The plan states that the City will meet the needs of persons who are homeless through prevention, emergency shelters and supportive services, and collaboration with service providers, neighborhoods, and businesses to carry out those objectives. The city of Fort Worth will provide homelessness prevention and rapid re-housing services through the following eligible activities. Since the request for proposal process has not occurred, the city of Fort Worth may not fund all items listed as eligible activities and is dependent upon the RFPs received.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Eligible Activities:

○ Financial Assistance

▪ Short-term rental assistance (up to 3 months)
▪ Medium-term rental assistance (4 to 18 months; up to 6 months of rental arrears if needed to maintain housing)
▪ Security deposits
▪ Utility deposits
▪ Utility payments
▪ Moving cost assistance
▪ Motel and hotel vouchers

○ Housing Relocation and Stabilization Services

▪ Case management related to meeting housing needs
▪ Outreach and engagement
▪ Housing search and placement
▪ Legal services related to tenant/landlord matters or housing issues
▪ Credit repair services

○ Data Collection and Evaluation

▪ Purchase of HMIS software and/or user licenses
▪ Leasing or purchasing needed computer equipment for providers and central server, costs associated with data collection
▪ Entry and analysis
▪ Staff salaries associated with operation of HMIS including training
▪ Costs to the grantee for participating in HUD research and program evaluation

○ Administrative Costs (5% cap)

▪ Pre-award administrative costs
▪ Accounting for use of grant funds
▪ Preparing HUD reports
▪ Obtaining program audits
▪ Costs related to administering the grant after the award
▪ Grantee/subgrantee staff salaries associated with administrative costs
▪ HPRP training for staff and program participants who will administer the program
▪ Must be shared between grantee and subgrantees

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$ 1,250,951.47	\$ 852,921.45	*\$2,103,872.92
Housing Relocation and Stabilization Services ²	\$ 138,994.60	\$ 284,307.15	*423,301.76
Subtotal (add previous two rows)	\$ 1,389,946.07	\$ 1,137,228.61	\$2,527,174.68

Data Collection and Evaluation ³	82,407.87
Administration (up to 5% of allocation)	137,346.45
Total HPRP Amount Budgeted⁴	\$2,746,929.00

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

** The amount may vary depending of request for proposals received by the City.*

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)



Signature/Authorized Official

Date

Mr. T.M. Higgins, Assistant City Manager
Title

HPRP CERTIFICATIONS

GENERAL CERTIFICATIONS FOR STATE OR LOCAL GOVERNMENT FOR THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the state, territory, or local government certifies that:

Affirmatively Further Fair Housing -- The state, territory, or local government will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction or state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Drug-Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about:
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the state, territory, or local government's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions: and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Local Government, State, or Territory -- The submission of the consolidated plan is authorized under state law and local law (as applicable) and the jurisdiction or state possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with Plan -- The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official

5/18/09

Date

Mr. T.M. Higgins, Assistant City Manager

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The Grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)
1000 Throckmorton, Fort Worth, Texas 76102

Check ☐ if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

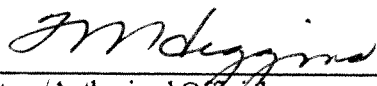
Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance:
and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.



Signature/Authorized Official

5/18/09

Date

Mr. T.M. Higgins, Assistant City Manager

Title